

Contact Information			
<b>Organization Name :</b>		Crown Commercial	
<b>Name(s)</b>	<b>Contact#s</b>	<b>E-mail Address</b>	
Rosalind Gould	0	Roz.Gould@uksbs.co.uk	
BuyerUser1 UKSBS	0	Emptoris@uksbs.co.uk	
Overall Information			
<b>Name :</b>	UK SBS IT150021 - BPE and Retrofit for t...	<b>Unique Id :</b>	IT150021
<b>Description :</b>	UK Shared Business Services In vitation t...	<b>Template :</b>	No
<b>Type :</b>	RFI	<b>Locked? :</b>	Yes
Participation			
Invitation Only			
Schedule		Status	
<b>Start Date/Time :</b>	BST	<b>Status :</b>	Created
<b>End Date/Time :</b>	BST	<b>Round Name :</b>	
		<b>Round Description :</b>	

RFI Attachments				
Name	Description	Content	Type	Size
Bidder Training		Bidder Training.pdf	application/pdf	1824644
UK SBS Training videos		http://www.uksbs.co.uk/services/procure...	URL	0

Questionnaires		
Category	Name	Attachments
	SECTION 1, 2, 3, 4, 5 and 7 - Guidance ...	0
	SECTION 6 - COMMERCIAL QUESTIONNAIRE	0
	SECTION 6 - PRICE QUESTIONNAIRE	0
	SECTION 6 - QUALITY QUESTIONNAIRE	0

Invitations			
Supplier/User	E-mail	Invitation Type	Accepted
<input checked="" type="checkbox"/> UKSBS Test Supplier 1			No Response
<input type="checkbox"/> UKSBS Test Supplier 1	Emptoris@uksbs.co.uk	RFI	No Response

**Name: UK SBS IT150021 - BPE and Retrofit for the Future Database      Buyer: Rosalind**

**Questionnaire Name: SECTION 1, 2, 3, 4, 5 and 7 - Guidance Notes**

Questions	Response Format
Please confirm you have read and understood the attached guidance notes in Sections 1, 2, 3, 4, 5 and 7 and any RFx attachments and RFx messages included ? *	Select one: Yes

Required Field(\*)

**Questionnaire Attachments**

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

Name: UK SBS IT150021 - BPE and Retrofit for the Future Database      Buyer: Rosalind Gould  
Date: 23/06/2015 14:04

**Questionnaire Name: SECTION 6 - COMMERCIAL QUESTIONNAIRE**

Questions	Response Format
SEL1.1 - Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted). Bidder guidance - The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful. Scoring criteria - For information only *	<p style="text-align: center;"><b>Response</b></p> <p><b>Bidder name</b></p> <p><b>Address line 1</b></p> <p><b>Address line 2</b></p> <p><b>Address line 3</b></p> <p><b>Address line 4</b></p> <p><b>Town / City</b></p> <p><b>Country</b></p> <p><u>Post code or equ...</u></p> <p>Post code or equivalent</p> <p><b>Bidder contact</b></p> <p><b>Telephone No.</b></p> <p><b>E Mail</b></p>
FOI1.1 - Freedom of Information Act 2000 (FOI) and / or Environmental Information Regulations 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request. Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No – Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
FOI1.2 - Freedom of Information Act 2000 (FOI) and / or Environmental Information Regulations 2004 (EIR) exemptions Please complete this section only if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete each field 'N/A' (Not	<p><b>Confidential info</b>      <u>FOI/EIR Justific...</u></p> <p>FOI/EIR Justification</p> <p>1</p>

<p>applicable) If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable) Bidder guidance - The Bidder shall provide details of their proposed exemptions/exception in the table below. The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS. Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent. Scoring criteria - For information only *</p>	<p>2 3 4 5</p>	
<p>AW1.1 - Form of Bid Please read the statement in RFX attachments relating to Question AW1.1 and respond. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail Scoring criteria - Mandatory Pass / Fail *</p>		<p>&lt; Yes/No &gt;</p>
<p>AW1.3 - Certificate of Bona Fide Bid Please read the statement in RFX attachments relating to Question AW1.3 and respond. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail Scoring criteria - Mandatory Pass / Fail *</p>		<p>&lt; Yes/No &gt;</p>
<p>AW3.1 - In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the following questions as a validation check prior to the award of any Contract. If the Bidder fails to meet UK SBS' expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement. The validation check document is located in RFX Attachments and attached to this question. Bidder guidance - The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement. Yes – Pass No – Fail Scoring criteria - Mandatory Pass / Fail *</p>		<p>&lt; Yes/No &gt;</p>
<p>AW4.1 - Please confirm your acceptance of the attached Contract Terms. Bidder guidance - The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass. When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted. Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly. No – Fail Scoring criteria - Mandatory Pass / Fail *</p>		<p>Select one: Yes No with justification No</p>

Required Field(\*)

**Questionnaire Attachments**

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

**Question 4 Attachments**

Name	Description	Content	Type	Size
AW1.1 Form of Bid		AW1.1 Form of Bid ITQ.pdf	application/pdf	27564

**Question 5 Attachments**

Name	Description	Content	Type	Size
AW1.3 Certificate of Bona Fide Bid	AW1.3 Certificate of Bona Fide Bid	AW1.3 Certificate of Bona Fide Bid.pdf	application/pdf	36798

**Question 6 Attachments**

Name	Description	Content	Type	Size
AW3.1 ITQ Validation check		AW3.1 ITQ Validation check.pdf	application/pdf	64701

**Name: UK SBS IT150021 - BPE and Retrofit for the Future Database      Buyer: Rosalind Gould      Date: 23/06/2015 14:04**

**Questionnaire Name: SECTION 6 - PRICE QUESTIONNAIRE**

Questions	Response Format
<p><b>AW5.2 - Bidders are required to complete the Excel Pricing Schedule attached in the RFX attachments. All prices shall be in £ GBP and exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived. Bidder guidance - Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0. For example, assuming the lowest bid is £100,000. Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100 Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0 Scoring criteria -</b></p> <p><b>Maximum Marks 12% *</b></p>	<p>Select one: Yes I have completed and uploaded the price schedule</p>
<p><b>AW5.3 - Innovation Innovate UK will consider additional work offered within the same fee as 'added value'. Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document. Maximum character count – 4096 characters Scoring criteria Maximum - Marks 3%</b></p>	<p>&lt; Text &gt;</p>

Required Field(\*)

**Questionnaire Attachments**

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

Name: UK SBS IT150021 - BPE and Retrofit for the Future Database Buyer: Rosalind Gould Date: 23/06/2015 14:04

Questionnaire Name: SECTION 6 - QUALITY QUESTIONNAIRE

Questions	Response Format
<p>AW6.1 - Please confirm your compliance to the requirements of Section 4 Specification Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail</p> <p>Scoring criteria - Mandatory Pass / Fail *</p>	< Yes/No >
<p>AW6.2 - Please confirm your organisation will comply with the requirements of the Data Protection Act if successfully awarded this Contract? Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail Scoring criteria - Mandatory Pass / Fail *</p>	< Yes/No >
<p>AW6.3 Quality A - Method Statement Please describe your solution. How you would achieve the deliverables required in the specification of requirements and a plan for undertaking the work? Please describe your requirements gathering process and implementation process. Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document. Maximum character count – 4096 characters Scoring criteria Maximum - Marks 25% *</p>	< Text >
<p>AW6.4 - Quality B - Please describe your nominated individual(s) experience in completing similar work, and clarity of contractor’s project management structure. Bidders are requested to provide short CVs of the nominated individual(s) in the main body of their proposal. Full CVs can additionally be provided in an appendix. Bidder Guidance - For information only. *</p>	< Text >
<p>AW6.5 - Quality C - Please describe how you plan to approach forward planning in terms of ensuring the accessibility of data for the specified 24 month period after the funded period of the contract expires. Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document. Maximum character count – 4096 characters Scoring criteria Maximum - Marks 20% *</p>	< Text >
<p>AW6.6 - Time – Please describe how you plan to meet the project time-scales, or to exceed these without impacting on the quality of deliverables. Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document. Maximum character count – 4096 characters Scoring criteria Maximum - Marks 15% *</p>	< Text >
<p>AW6.7 - Please give details of how you will propose to manage the account should you be successful in this procurement. In your response please give details on the following points specifically relating to the deliverables of this procurement: • Service Level Agreement (SLA) -Please describe if you can meet the Service Level Agreements as detailed in Section 4 - Specification. Please provide suggested SLA's that could be used for this contract. • Reporting - Please describe if you can meet the Reporting requirement as detailed in Section 4 - Specification. What monthly reporting you are able to produce; • Support - maintenance procedures/policies; • Training • Issue resolution escalation procedure • Key Performance Indicators (KPI's) - and what contract review procedure you propose to put in place for the monitoring of your performance and service during the contract. Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ document. Maximum character count – 4096 characters Scoring criteria Maximum - Marks 10% *</p>	< Text >
<p>AW6.8 - Please indicate the roadmap for development of your service and how Innovate UK built environment audience will benefit from it. Scoring will be based on 0-100 scoring methodology as described in section 5 of the ITQ</p>	< Text >

document. Maximum character count – 4096 characters	
<b>Scoring criteria Maximum - Marks 15%*</b>	
<b>AW6.9 - For the data protection issued please provide clarity on location of data. Bidder Guidance - For information only*</b>	< Text >
<b>ICTAW1.1 - If you will be working in conjunction with a 3rd party (subcontractor) to deliver your solution please provide full details of the 3rd Party and how your collaboration will add value to your proposed solution. Bidder guidance - For information only*</b>	< Text >
<b>ICTAW1.2 - Please provide details of the staff numbers and call capacity of your call centres and resources allocated for technical and account management queries, and the hours/days during which such services are available and how your approach will assist you in achieving the deliverables within the project. Bidder guidance - For information only*</b>	< Text >

Required Field(\*)

Questionnaire Attachments				
Name	Description	Content	Type	Size

**NO DATA AVAILABLE**